

**CITY OF NEW ORLEANS  
DEPARTMENT OF SAFETY AND PERMITS  
TAXICAB AND FOR HIRE VEHICLE BUREAU**

**REQUEST FOR TEMPORARY CPNC CERTIFICATES  
FOR SPECIAL EVENTS/SPECIAL NEEDS.**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DECLARED SPECIAL EVENT:** \_\_\_\_\_

Applicant name \_\_\_\_\_

Contact number \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

**\*\*How many CPNC numbers do you currently hold?** \_\_\_\_\_

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How many temporary CPNCs are you applying for? \_\_\_\_\_

List license plate numbers: \_\_\_\_\_  
\_\_\_\_\_

*If more space is required, an additional sheet may be attached.*

Name of insurance: \_\_\_\_\_

Insurance contact #: \_\_\_\_\_

**\*\*\*PROOF OF INSURANCE COVERAGE AND COPY OF VEHICLE REGISTRATION MUST BE PROVIDED  
WITH THIS FORM\*\*\***

**Email form to: [chadams@nola.gov](mailto:chadams@nola.gov)**

*Chapter 162-197:*

- (1) The temporary CPNC will be valid beginning at 12:00 noon on the day prior to the charter/special event and will end at 12:00 noon the day following the special event.
- (2) No certificate shall be issued to other than a holder of a current group tour and special sightseeing, limousine or a per capita sightseeing CPNC.
- (3) Certificates shall only be issued for vehicles which qualify for a CPNC by being properly licensed, registered and insured.
- (4) Operators of such licensed vehicles shall themselves be licensed by the state to drive such vehicles, such license being a valid Chauffeur's or CDL State Driver's License.
- (5) All fees and charges for temporary certificates issued under this section shall be outlined in section 162-195).
- (6) There shall be compliance with all applicable provisions of Chapter 162 prior to the issuance of the temporary CPNC for special events/special needs.

**APPROVED / DISAPPROVED** \_\_\_\_\_  
*Deputy Director Signature*

**DATE** \_\_\_\_\_